



COVID-19 Site Instructions





Supervisor Office COVID-19 Instructions



- Ensure that only one employee is in the office at any one given time – social distancing.
- Start of your shift ensure that the supervisors office is cleaned using sanitising spray – this includes any IT equipment's such as mouse and keyboard.
- End of your shift ensure that the supervisors office is cleaned using sanitising spray – this includes any IT equipment's such as mouse and keyboard.
- Follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds and especially before entering the supervisors office.
- Keep the central door locked at all times to stop a thoroughfare through the supervisors office.
- Start and finish times must be staggered – 6am/pm senior plant operatives and 6.30am/pm for supervisors.
- Shift handovers must not be completed in the office area.
- All paper work must be scanned straight on to the U Drive on any given shift to minimise potential transfer – all paperwork must then be disposed of.
- Do not use any fans and or Air-con units – they must be either isolated or taking out of the office.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer URM (UK) Limited Date 18 May 2020

Who to contact: Paul Hanks, 07712 490396



Canteen COVID-19 Instructions



- Ensure that only two employees are using the canteen at any one given time – social distancing
- Start/End of your break ensure your dining area is cleaned using sanitising spray this includes all surfaces from the table, Kettle, units, fridge, chairs etc.
- Follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds and especially before entering the canteen.
- Keep the canteen door open at all times to minimise surface touching of door handles.
- Break Start and finish times must be staggered – discuss with the on shift supervisor and you will be given an allocated break time.
- Employees should bring and use their own Crockery, eating utensils, cups etc and clean these before and after use.
- No more than two chairs are permitted in the canteen and they must be at opposite ends of the canteen.
- Do not use any fans and or Air-con units – they must be either isolated or taken out of the office.
- Do not leave any personal belongings in the canteen, all bags coats must be left in the employees changing room.
- Any waste that is generated must be disposed in the bins, if a bin is full ensure that the bin is emptied and that a new bin liner is put in.
- No visitors can use the canteen.

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Weighbridge Office COVID-19 Instructions



- Ensure that only one employee is in the office at any one given time – social distancing
- Start of your shift ensure that the Weighbridge office is cleaned using sanitising spray – this includes any IT equipment's such as mouse and keyboard.
- End of your shift ensure that the Weighbridge office is cleaned using sanitising spray – this includes any IT equipment's such as mouse and keyboard.
- Follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds and especially before entering the Weighbridge office.
- Keep the central door locked at all times to stop a thoroughfare through the supervisors office.
- Start and finish times must be staggered – 6am/pm senior plant operatives - 6.30am/pm for supervisors - 6am/9am for yardmen.
- Shift handovers must not be completed in the weighbridge office area
- All paper work must be scanned straight on to the U Drive on any given shift to minimise potential transfer – all paperwork must then be disposed of.
- Do not use any fans and or Air-con units – they must be either isolated or taking out of the office.
- Do not allow hauliers/Visitors in to the weighbridge office.

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Weighbridge Office COVID-19 Instructions



- Ensure that only one employee/Haulier is in the weighbridge at any one given time – social distancing
- Start of your shift ensure that the Weighbridge is cleaned using sanitising spray – touch screen surfaces.
- During your shift ensure that the Weighbridge is cleaned using sanitising spray (Hourly by the yard team) – touch screen surfaces.
- Hauliers/Visitors use the hand sanitiser provided.
- Keep the weighbridge door closed at all times to stop access in to the weighbridge office.
- Start and finish times must be staggered – 6am/pm senior plant operatives - 6.30am/pm for supervisors - 6am/9am for yardmen.
- All paper work must be put straight into the post box to minimise potential transfer.
- Do not allow hauliers/Visitors in to the weighbridge office.

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Changing rooms COVID-19 Instructions



- Ensure that only two employees are in the changing rooms at any one given time – social distancing
- Start and finish times must be staggered – to ensure that social distancing rules are followed – discuss with the on shift supervisor and you will be given an allocated start/finish time.
- Start of your shift ensure that the changing rooms are clean with all lockers and personal items being locked away.
- Follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds and especially before entering the Changing rooms.
- Keep the changing room door closed/locked at all times.
- Shift handovers must not be completed in the changing rooms.
- Do not use any fans and or Air-con units – they must be either isolated or taking out of use.
- Only URM employees can have access to the changing rooms.

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Toilets COVID-19 Instructions



- Ensure that you follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds – use hand sanitiser which is available.
- Ensure that only one employee is using the toilets as social distancing can not be adhered to due to the small confined area.
- Ensure that you only use hand paper towels – the hand drier must be isolated.
- Ensure that you clean up after your self's, do not leave paper towels lying around use the bin provided.
- Ensure that you clean the sink area after every use.
- Ensure that you clean the toilet flush after every use – using sanitiser spray.
- Ensure that you clean the door handles after every use.
- Ensure that you clean the shower door handles before and after every use.

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Main Offices COVID-19 Instructions



- Ensure that social distancing is maintained at all times in the main office areas, only sit in allocated sits – no desk sharing.
- Start/End of your shift ensure that the Main office areas are cleaned using sanitising spray – this includes any IT equipment's such as mouse and keyboard.
- Follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds and especially before entering any of the main office areas.
- Keep all doors closed where possible.
- Meetings must not take place in the general office areas, use Microsoft teams/ phone calls where possible.
- All paper work must be scanned straight on to the U Drive on any given shift to minimise potential transfer – all paperwork must then be disposed of.
- Do not use any fans and or Air-con units – they must be either isolated or taking out of the office.
- No unauthorised visitors or employees can use the main office areas.
- Do not use the main office area as a thoroughfare to gain access to the toilets.
- Do not use the main office to gain access from the front to the supervisors/canteen (Loading shovel drivers).

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Loading Shovel/FLT/Sweeper COVID-19 Instructions



- Ensure that only one employee is in the cab at any given time – social distancing
- Start/End of your shift ensure that the loading shovel cab is cleaned using sanitising spray.
- Follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds – use hand sanitiser which is available.
- Start and finishing times for loading shovel drivers is not affected however ensure that the use of the loading shovels 1 & 2 are rotated to minimise potential transfer.
- During break times the second loading shovel must be deployed to minimise the potential spread – when possible.
- Whilst operating any of the above equipment you suddenly become aware that you are showing signs of the symptoms, you must then clean the cab - report it - and follow Government/company guidelines. In the event this happens the loading shovel which was being operated must be parked up for a minimum of 24 hours before use – where possible.

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Main Process COVID-19 Instructions



- Ensure that social distancing is maintained at all times in the main processing areas.
- Start/End of your shift ensure that the Main process areas are cleaned as per site cleaning rota.
- Follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds.
- All paper work must be scanned straight on to the U Drive on any given shift to minimise potential transfer – all paperwork must then be disposed of.
- Do not use any fans and or Air-con units – they must be either isolated or taking out of the office.
- No unauthorised visitors are permitted in the main processing areas.

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Picking Station COVID-19 Instructions



- Ensure that social distancing is maintained at all times.
- Start/End of your shift ensure that the picking station is cleaned.
- Follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds.
- Do not use any fans and or Air-con units – they must be either isolated or taking out of the office.
- No unauthorised visitors are permitted in the picking station.
- Do not share any PPE

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Quality Room COVID-19 Instructions



- Ensure that social distancing is maintained at all times.
- Start/End of your shift ensure that the Quality room is cleaned, including all equipment such as wheel barrows, scales, IT equipment etc.
- Follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds.
- Do not use any fans and or Air-con units – they must be either isolated or taking out of the office.
- No unauthorised visitors are permitted in the quality room.
- Do not share any PPE.

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Let's Keep Our Social Distance



PLEASE MAINTAIN A SAFE 2M DISTANCE



Coronavirus **COVID-19**



If you have fever and/or cough you should stay at home regardless of your travel or contact history.

If you have returned from an area that is subject to travel restrictions due to COVID-19 you should restrict your movement for 14 days. Check the list of affected areas on www.dfa.ie

How to Prevent



Wash

your hands well and often to avoid contamination



Cover

your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



Avoid

touching eyes, nose, or mouth with unwashed hands



Clean

and disinfect frequently touched objects and surfaces



Stop

shaking hands or hugging when saying hello or greeting other people



Distance

yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell

All people are advised to:

- > **Reduce** social interactions
- > **Keep a distance** of 2m between you and other people
- > **Do not** shake hands or make close contact where possible

If you have symptoms visit hse.ie QR phone HSE Live **1850 24 1850**

Symptoms

> Fever (High Temperature) > A Cough > Shortness of Breath > Breathing Difficulties

For daily updates visit

www.gov.ie/health-covid-19
www.hse.ie

Ireland is operating a containment strategy in line with WHO and ECDC advice



Rialtas na hÉireann
Government of Ireland